

23 November 1973

MEMORANDUM FOR: Deputy Director for Management and Services  
SUBJECT : Weekly Report - Office of Training

I. Recent Activities

A. Senior Seminar Four is Concluded

Members of the Seminar were at the [ ] STATINTL  
[ ] from Sunday afternoon, 18 November, through noon  
on Wednesday for the final sessions with guest speakers  
and an evaluation of the Seminar.

Mr. Colby, who had dinner and met with the class for two hours on Sunday evening, took the opportunity to elaborate on elements of the new managerial processes he has set in motion in the Agency and Community. Among the processes covered were the "one Agency" concept, National Intelligence Officers, management by objectives, the use of Letters of Instruction to define tasks, the post-audit system of management, the personnel panel system, and the roles of the CIA Management Committee and the Comptroller. One problem of the Intelligence Community to which he devoted considerable attention was the competition for resources between national and tactical intelligence. (The members had been briefed by earlier speakers on managerial changes so that this question-and-answer period with the Director permitted a fruitful discussion of some of their implications.)

During the three days the Seminar members also heard from the Deputy Director for Operations, Mr. Nelson; the Director of Personnel, (newly appointed Associate Deputy Director for Management and Services) Mr. Blake; and from the Executive Secretary, Mr. Evans.

B. JCS/DIA Orientation

After a review of the critiques of the officers and civilians who attended the Orientation, this two-day running must be judged among the most successful. Expressed in different ways was praise for CIA's willingness to discuss its activities, goals, and to a lesser degree, its problems.

C. Assignment of Career Trainees to OPR

[redacted], Deputy Chief of the new Office of Political Research, has indicated an interest in having well-qualified Career Trainees assigned to his Office. [redacted] foresees the use of CTs on interim assignments as well as part of the permanent staff. It now appears a CT from the July 1972 Class, a specialist on Africa, will join OPR. [redacted] has also interviewed a young woman on interim assignment in OCI and as of now his plans are to accept her as a regular OPR employee.



E. Fuel Conservation [redacted]

Public Works adjusted the hot-water boilers serving the Administration and Public Works Buildings and as necessary, some of the houses at the Station to conserve on fuel oil. This action is expected to save approximately 370 gallons of fuel oil daily during the ensuing months.

II. Upcoming Developments

A. Proposed Workshops on Applications

1. For the Office of Finance

A four-week Financial Management Workshop for OF will begin Monday, the 26th. This is the workshop requested many months ago and has been under joint development with [redacted] of OTR's

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Information Science Training Staff and Mr. William [ ] of OF who has been on detail to ISTS for the past four months for the sole purpose of preparing the coverage to be included in the workshop. The four weeks are heavily weighted with projects directly related to OF's responsibilities.

The Office of Finance has selected the fifteen people who will attend and has approved attendance of a student-observer from NSA, a GS-14 Finance Officer.

The workshop is the first such special purpose program attempted by OTR in the information science field.

## 2. For Imagery Analysis Service

A joint Imagery Analysis Service - OTR planning session was held on Monday, 19 November, to consider the content of a two-week workshop in the application of information science to IAS functions. The workshop, scheduled from 8-19 April, will feature case methods and problem-solving techniques, in combination. Further research applications will be the subject of a second joint meeting on Tuesday, 28 November.

## B. Off-Campus Program: Spring Semester '74

OTR's Education Committee is into planning and organizing the spring semester of the Off-Campus Program. An Employee Bulletin has been drafted and as soon as some pending questions have been resolved, it will be submitted for publication. Twenty courses will be offered; prospective instructors have been contacted.

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At the invitation of the Assistant Dean of the School of Continuing Education, University of Virginia,

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several U.Va faculty members at the Charlottesville campus to discuss the proposed courses for next semester and some of the details concerning its administration. The meeting was on Thursday, 15 November.



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Alfonso Rodriguez  
Director of Training